

VIEW TIME OFF AND LEAVE OF ABSENCE

From the **Absence** application:

1. Click **My Absence** under the View section. A report of your Absence Requests displays.

2. Click the **Absence Balances as of Current Date** tab to see your absence balances as of today's date. Depending on the type of absence plan, balances are tracked either in days or hours.

VIEW TIME OFF AND LEAVE OF ABSENCE BALANCES AS OF A CERTAIN DATE

From the **Absence** application:

1. Click the **Absence Balance** button under the View section.
2. Enter a date in the As Of field.

3. Click **OK**. A report of your Balances As Of the date entered displays. Depending on the type of absence plan, balances are tracked either in days or hours.

SUBMIT TIME OFF REQUESTS



Note: You may not request time off that exceeds your current balance. If you are requesting time off in the future, with the anticipation of having that time available, you must enter your time off now as unpaid and change the request when you have the time built up. Your time off banks will stay the same until the days you have requested off are used. Please keep this in mind as you enter multiple requests.

From the **Absence** application:

1. Click **Request Absence** under the Request section. The unified absence calendar displays.
2. Click on the day(s) you wish to take time off or click and drag to select multiple days. Click on a selected day to deselect it.
 - a. **Hint** - Click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.

3. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.

4. Select the Type of absence requested.

5. Click **Next**.



Note: The Quantity per Day will auto default to 8 hours. If you need more/less than 8 hours, please use steps 6 - 8 below to adjust the quantity as needed.

6. To change the hours requested off per day, click **Edit Quantity per Day**.

7. Enter the desired **Quantity per Day** amount and any needed Comments, or to update all quantities to the same amount, enter the desired amount in the **Update all Quantities** field.

8. Click **Done**.
9. Check your request and click **Submit**.



Note: You can view the status of your request at any time by returning to the My Absence report.

CANCEL A SUBMITTED TIME OFF REQUEST

Submitted time off requests that have not yet been approved can be canceled. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Click **Cancel this Request**.

Details

When Monday, May 13, 2019

Type Vacation

Requested 8 Hours

Initiated On 05/10/2019 09:58 AM

Absence Event Absence Request: [redacted]

Comment (empty)


Cancel this Request

Close

- a. Enter a comment. This step is required for a cancelation.
4. Click **Submit**, then **Done**. No approval is required.

MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Select the day(s) you want to correct or click the **Remove Row**  icon to remove entire days.
4. Enter the Type.
5. Enter an adjustment to requested hours in the Quantity per Day field.

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Correct Absence

Actions

Total
28 Hours

Monday, May 13, 2019 - Thursday, May 16, 2019

Select All ☐ 1 selected

Correct 4 items

	Select	Date	Type	Daily Quantity
<input type="radio"/>	<input checked="" type="checkbox"/>	Monday, May 13, 2019	Vacation	4 Hours
<input type="radio"/>	<input type="checkbox"/>	Tuesday, May 14, 2019	Vacation	8 Hours
<input type="radio"/>	<input type="checkbox"/>	Wednesday, May 15, 2019	Vacation	8 Hours
<input type="radio"/>	<input type="checkbox"/>	Thursday, May 16, 2019	Vacation	8 Hours

Type ✕ Vacation

Quantity per Day

Unit of Time

Comment

6. Click Submit.



Note: To correct a leave of absence request, you will need to notify your manager or an HR Partner.